

**TOWN OF ARLINGTON
MASSACHUSETTS**

REQUEST FOR PROPOSAL

The Town of Arlington, Recreation Department is seeking proposals for the following:

RFP# 13-41 YOUTH AND ADULT TENNIS LESSON PROGRAMS

The Town of Arlington Recreation Department, acting thru the Town Manager is seeking proposals from a person or firm for Developing and Facilitating Youth and Adult Tennis Lessons.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P. M., Thursday, December 10, 2013** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Two (2) copies of technical proposal shall be submitted in a sealed envelope marked "Bid #13-41 Youth & Adult Tennis Lesson Programs-Technical Proposal" and One (1) copy of the price proposal in a sealed envelope marked "Bid #13-41 Youth & Adult Tennis Lesson Programs – Price Proposal".

Proposals delivered after the appointed time and date will not be considered.

General Information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department. For Further Information contact Domenic R. Lanzillotti, Purchasing Officer @ 781-316-3010.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

TOWN OF ARLINGTON

Adam Chapdelaine
Town Manager

November 12 2013

RATIONALE FOR RFP

The purpose of the Request for Proposal (RFP) is to enable the Town of Arlington to consider the merits of different Tennis Lesson providers.

The Department wishes to formalize its program structure and course content to expand and improve the consistency and quality of programs and enhance the overall recreational experience.

Procedure

In accordance with Chapter 30B of the Massachusetts General Laws, each offeror shall submit separate price and non-price proposals. The Town of Arlington will evaluate each non-price proposal and, thereafter, evaluate corresponding price proposals. Proposals should be submitted separately and marked accordingly: Envelope #1, Non-Price Proposal for Youth and Adult Tennis Lesson Program; Envelope #2, Price Proposal for Youth and Adult Tennis Lesson Program.

Description of Services

The Arlington Recreation Department is looking for an organization to run our Youth and Adult Tennis Lesson programs. This would include children ages 3 -18 adult. These programs may include the following, but are restricted to Tennis Lessons conducted in three seasons, Fall, Spring and Summer. Please see sample schedule below:

Fall:

1 – Multi week one day a week program for all ages. (Single session)

Spring:

1 – Multi week one day a week program for all ages. (This may be multiple sessions)

Summer:

1 – Six - Eight weeks of programs where participants choose entire week of classes for all ages.

2 – One or Two weeks of full or half day program options for ages 3-18.

3 – Multi week one day a week program for all ages. (This may be multiple sessions)

The final schedule of lessons offered shall be set by mutual agreement between the Recreation Department and the vendor.

The Recreation Department reserves the right to set course fees, but will discuss the fees with the vendor. No program hourly fee should be higher than \$15 per hour to the participant. The Recreation Department shall provide an adequate outdoor facility for these programs. The Recreation Department reserves the right to cancel classes due to lack of enrollment, or interest. The Recreation Department will advertise all programs, register all participants, and collect all fees. In some cases, the Recreation Department may participate in Programs offered by the vendor. No price proposal greater than 60% for the vendor will be considered.

The vendor will be allowed to teach private lessons on Town of Arlington courts but must pay the same percentage bid to the Arlington Recreation Department. A detailed list of all private lessons must be submitted to Arlington Recreation on a weekly basis.

The vendor must also run one tennis tournament/community outreach program to benefit the Town of Arlington.

Although not mandatory, access to an indoor tennis facility within approximately 5 miles of 422 Summer Street, Arlington, MA that can be used during periods of inclement weather is favorable. Facility should be provided by the contractor at no expense to the Town of Arlington.

MINIMUM EVALUATION CRITERIA

The Chief Procurement Officer shall reject proposals which do not meet the following certain minimum requirements.

1. A proposal must be received by the Town Manager's Office/Purchasing Department before the deadline for receipt of proposals.
2. Offeror must provide, as a minimum, a proposal for adequately staffing all lessons on the provided schedule. The ratio of students to staff shall not exceed 10:1 for youth classes and 12:1 for adult classes.
3. Offeror must provide:
 - Supervisory Staff with:
 - A. Certified Professional with the USPTA or equivalent
 - B. Minimum 5 years teaching experience
 - C. Minimum 2 years supervisory experience
 - D. CPR & First Aid certified
 - Teaching staff with
 - A. Minimum 2 years teaching experience
 - B. Minimum age 16
4. All staff will submit to a CORI check conducted by the Arlington Recreation

Department. The Vendor will submit a list of all staff working with the Arlington Program including Names, Addresses, Social Security Numbers and Dates of Birth, 10 days prior to the beginning of each program for the CORI checks.

5. At least one staff will be certified in American Red Cross Basic First Aid or equivalent. The Vendor will provide documentation of staff's certifications.
6. Offeror shall submit the Price Proposal in terms of percentage head per participant. No offeror percentage should be higher than 60%.
7. The contractor shall provide a minimum of two scholarships per program session for individuals who meet the Town of Arlington scholarship requirements.
8. Minimum three (3) references cognizant of Youth Tennis Lesson, and the qualities of the program being offered by the vendor.

COMPARATIVE EVALUATION CRITERIA

To further evaluate each proposal, the following comparative evaluation criteria will be rated in these categories: Highly Advantageous, Advantageous, and Unacceptable.

Criterion: Staffing

Highly Advantageous:

More than two supervisory staff in attendance, at least 5 years teaching experience, at least 2 years supervisory experience, and CPR & First Aid certification. Teaching staff with more than 2 years teaching experience

Advantageous: Two supervisory staff with, at least 5 years teaching experience, at least 2 years supervisory experience, and CPR & First Aid certification. Teaching staff with at least 2 years teaching experience

Unacceptable: Less than two supervisory staff with less than 5 years teaching experience, and less than 2 years supervisory experience, and no CPR & First Aid certification. Teaching staff with at less than 2 years teaching experience

Criterion:	Youth Student to Staff Ratios	Adult Student to Staff Ratios
Highly Advantageous:	8:1 ratio of students to staff	8:1 ratio of students to staff
Advantageous:	10:1 ratio of students to staff	12:1 ratio of students to staff
Unacceptable:	Greater than 10:1 ratio	Greater than 12:1 ratio

Criterion: Staff Screening

Highly Advantageous: Agrees to CORI Checks

Unacceptable: Cannot do CORI Checks

Criterion: Programming

Highly Advantageous: Ages 3 and under, 5 -12 years old, 13-18 years old, and Adult

Advantageous: Offering for three of the four age groups

Unacceptable: Offerings for two or less of the four age groups

METHODOLOGY FOR DETERMINING BEST PRICE

After determination of those proposals which provide adequate and appropriate staffing and programs, the contract will then be awarded to the offeror submitting the lowest percentage (highest to the Town) and receiving the highest rating. The ability to offer an indoor facility for inclement weather programming will be looked on favorably.

CONTRACT TERMS AND CONDITIONS

The contract will begin April 1, 2014 and run till November 30, 2014. Programs will be operated in accordance with the policies and procedures of the Recreation Department, Town Manager, and the Board of Selectmen. Contract may be renewed for a second and third year at the sole discretion of the Town of Arlington. Programs will be operated in accordance with the policies and procedures of the Recreation Department, Town Manager, and the Board of Selectmen

GENERAL LIABILITY INSURANCE (INCLUDING PROPERTY DAMAGE)

Contractor to supply the Town with certificates of insurance covering general liability in an amount not less than \$300,000, to any one person, and not less than \$500,000, on account of one accident.

The contractor shall carry general liability insurance with an insurance company satisfactory to the Town so as to have the Town additionally or co-insured, save the Town harmless from any and all claims for damages arising out of bodily injury to or death of any persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment, or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or any one in his employ during execution of the contract.

COMPENSATION INSURANCE

The contractor shall furnish the Town with certificates showing that all his employees who shall be connected with this work are protected under workman's compensation insurance policies.

Bidder maybe required to provide a copy of insurance policies.

Method of Payment

Payment shall be made upon successful completion of each session within a 30-45 day pay cycle after an approved invoice is received by Arlington Recreation.

BID # 13-41
Youth Tennis Lesson Program
PRICE PROPOSAL

PERCENTAGE PRICE PER HEAD

_____ % of Gross to the Town of Arlington

_____ % of Gross to the Contractor

* The Contractor must also submit a proposed tennis schedule for all three seasons of the contract and include their recommended fee per participant for each program offered.

AUTHORIZED SIGNATURE:

PRINT NAME:

TITLE:

COMPANY NAME:

ADDRESS:

TELEPHONE:

CONTACT PERSON:

EMERGENCY PHONE NUMBER

DATE SIGNED:

CERTIFICATE OF NON-COLLUSION

Pursuant of M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed state tax returns and paid all state taxes required under law.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Social Security Number or
Federal Identification Number

Signature of Individual or Corporate Name

Corporate Office - (if applicable)